

National Aeronautics and Space
Administration
Goddard Space Flight Center

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ANNOUNCEMENT

SUBJECT: Goddard Mentoring Program Call for Mentees
Due Date: October 20, 2004

The Goddard Mentoring Program is looking for mentees for the 2004-2005 program. This program is an excellent opportunity for eager, hard-working employees.

The purpose of the program is to provide an opportunity for all Goddard employees to benefit from developing a mentoring relationship or adding structure to an existing one. The program:

- Creates opportunities for frequent and open interaction between employees at different organizational levels;
- Provides relationship-building activities to share organizational knowledge and;
- Serves as a vehicle for transferring technical as well as formal and informal organizational knowledge.

Mentees receive an opportunity to have someone to talk with who can provide feedback on strengths, shortcomings, and possible impacts on career choices or aspirations. Another possible benefit to the mentee is increased organizational awareness and encouragement to reach his or her full potential. The program provides mentees with excellent networking opportunities, formal and informal training to enhance their technical and communication skills, and a renewed belief in themselves and the importance of their roles in the organization.

The invaluable feedback, coaching, and advice I have received from my mentor has helped me to excel in my leadership capabilities. We identified specific career goals in a collaborative effort to improve developmental areas and build upon my strengths. My awareness of the organization and networking opportunities has increased as a direct result of my mentor's commitment to share his knowledge, experiences, and expertise. My mentor challenges my approach to resolve a number of issues by offering a different perspective in a very positive and encouraging way. The mentoring program is an exceptional opportunity to understand how to navigate your career, gain insight into your professional development, and aspire to reach your fullest potential.

-Ann Haase, Mentee
2002 -2003

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The Goddard Mentoring Program is a 1-year program that begins with the systematic matching of mentors and mentees. Once participants are matched, there is an orientation session for all mentors, mentees, and mentees' supervisors. Early in the program, all participants sign a mentoring agreement, which serves as the official commitment of time and effort for the mentor, mentee, and mentee's supervisor. Also, mentors will assist mentees with their Mentoring Action Plans that will outline the mentees' goals and the actions they need to take to achieve these goals. These plans will also include at least one developmental assignment and networking opportunity. Throughout the course of the program there will be monthly meetings with mentors and mentees, formal mentor training, monthly mentoring forums (i.e. brown bag lunch sessions), and opportunities to assess the entire program. At the end of the year, there will be a formal recognition ceremony in which each mentor and mentee who actively participated in the program will graduate and receive recognition (see attached for proposed schedule).

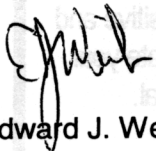
For the program to be successful, mentees must:

- Meet at least once a month during normal work hours with their mentor
- Develop a Mentoring Action Plan
- Attend training, progress reviews, and informal sessions
- Keep their supervisor informed of their progress, so supervisors can provide guidance and support for the duration of the program

If you are interested in becoming a mentee, please go to The Mentoring Connection Web Page at <http://www.mentoringconnection.com> and sign up on-line (Note: If you are currently a mentee who plans on serving again, you need only update your on-line information).

The first screen provides a brief introduction to The Mentoring Connection and offers you an opportunity to sign-up on-line. Click on the Sign-Up button and enter your demographic data. Please note your Group ID is: GSFC2005. After you have completed your Personal Profile, the next screen you will see is a preview of all the functions that are available. Press the Status button. The next step is to complete your application form. Click on the Application Form and respond to all the questions to the best of your ability. Please print a copy of your application to obtain your supervisor's signature and mail to Tracey White in Code 114. Your responses will help us suggest suitable mentoring matches. Application forms are due by Wednesday, October 20, 2004. For further information, please contact Tracey White at x6-7823 (TDD: x6-1972).

NEW THIS YEAR—SITUATIONAL MENTORING. If you are looking for someone to mentor you for a specific task, project, etc. and you are not interested in the full-year mentoring relationship with someone, check out the Situational Mentors who have registered at the Mentoring Connection. The Situational Mentors are the right help at the right time and are usually available to help solve a quick problem, uncover a hidden talent or learn a new skill or behavior. Situational Mentors can lend their assistance for as little time as it takes to discuss an idea over coffee or as long as it takes to complete a long-term project. You may get the guidance and support you need to keep your career on track.



Edward J. Weiler

Director

Enclosure

GODDARD MENTORING PROGRAM

2004 – 2005 PROPOSED SCHEDULE

Registration is required to attend the workshops. Please contact Tracey White at x6-7823 or Tracey.C.White.1@gsfc.nasa.gov to reserve your seat.

Program Milestone	Proposed Date	Time	Who Should Attend
Orientation	October 28, 2004	9:00 a.m. – 12 noon	Everyone
Dynamic Mentoring (Day 1)	December 14, 2004		
Kickoff Morning Session		9:00 a.m. – 12 noon	Everyone
"Building Effective Relationships"			
Afternoon Session (continued with Mentors)		1:00 p.m. – 4:00 p.m.	Mentors
"Four Mentoring Roles"			
Afternoon Session (continued with Mentees)		1:00 p.m. – 4:00 p.m.	Mentees
"How to Take Charge of Your Career"			
Dynamic Mentoring (Day 2)	December 15, 2004	9:00 a.m. – 12 noon	Everyone
"Keeping on Track"			
*****	*****	*****	*****
Dynamic Mentoring (Make-up Session)	January 12-13, 2005		
Return 360 Assessment	January, 2005	N/A	Mentees
Mentor-the-Mentor	January, 2005	11:30 a.m. – 1:30 p.m.	Mentors
Tune-up Session I of IV: Developmental Planning—Setting Learning Goals, Priorities, Activities and Milestones			
360 Feedback Session and Interviews			
Session I and Individual Interviews	January, 2005	9:00 a.m. – 10:00 a.m. 10:15 a.m. – 4:30 p.m.	Mentees
Session II and Individual Interviews	January, 2005	9:00 a.m. – 10:00 a.m. 10:15 a.m. – 4:30 p.m.	
Listening and Receiving Feedback	February, 2005	8:00 a.m. – 12:00 noon	Everyone (Mentees 1 st priority)
Listen Up! The Silent Part of Communication	February, 2005	1:00 p.m. – 4:00 p.m.	Everyone (Mentees 1 st priority)
Mentoring Action Plans Due via TMC	February, 2005	N/A	Mentees
Mentoring Workshops			Everyone (Mentors 1 st priority)
I. Organizational Analysis & EEO	March, 2005	8:30 a.m. – 12 noon	
II. Discrimination & Feedback	March, 2005	8:30 a.m. – 12 noon	
Career Concepts	March, 2005	11:30 a.m. – 1:30 p.m.	Everyone
Valuing Differences	May, 2005	8:30 a.m. – 12 noon	Everyone (Mentees 1 st priority)
Mentor-the-Mentor	May, 2005	11:30 a.m. – 1:30 p.m.	Mentors
Tune-up Session II of IV: Taking Stock—Gauging Progress and Mid-Course Correction			
Mid-point Review	June, 2005	8:30 a.m. – 11:30 a.m.	Everyone
Leading from the Inside Out Workshop	August, 2005	8:30 a.m. – 4:30 p.m.	Everyone (Mentees 1 st priority)
Mentor-the-Mentor	September, 2005	11:30 a.m. – 1:30 p.m.	Mentors
Tune-up Session III of IV: Sustaining Momentum and Renewing Commitment			
Networking Event Social	October, 2005	TBA	Everyone
Mentor-the-Mentor	November, 2005	11:30 a.m. – 1:30 p.m.	Mentors
Tune-up Session IV of IV: Closing the Formal Mentoring Relationship, Harvesting Learning, Applying Lessons Back on the Job and Saying Goodbye to the Formal Relationship			
End-of-Program Review and Celebration	December, 2005	9:00 a.m. – 2:00 p.m.	Everyone

Schedule is subject to change. Please check The Mentoring Connection Calendar at <https://www.mentoringconnection.com/Secure/Login.asp> to confirm workshop schedule.
Thank you.